



## **Gallatin County DUI Task Force**

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### **Community Education & Activity Support and Enforcement (CEASE) Awards Instructions**

#### **County Departments need to follow these additional steps when applying for a CEASE Award:**

1. CEASE Awards are considered grants to the receiving department and need to follow the guidelines for grants.
2. The department applying for a CEASE Award needs to fill out the Grant intent form and submit a contract routing form with the application to the Commission for approval.
3. If the funding is allocated then the department would have to do the contract routing form and send the contract to the Commission for approval to receive the funds.
4. The department would also need to do quarterly reconciliation reporting to the Grant Department.
5. When submitting to the Task Force for reimbursement, include a copy of the filed contract, otherwise submit as per the regular CEASE Award instructions.